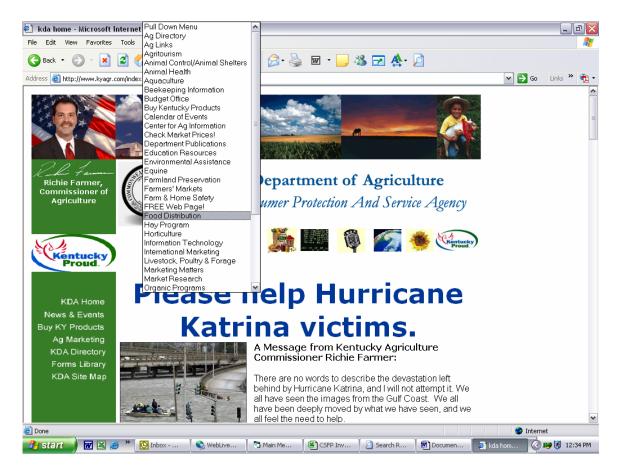
Food Distribution On-line Service

Log on to the Food Distribution On-line Service

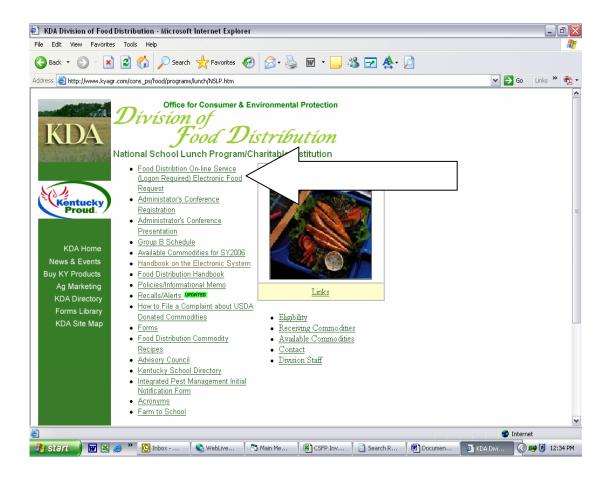
Instructions:

- 1. Open your Web browser either Internet Explorer or Netscape Communicator
- 2. In the address lines, type the following URL: http://www.kyagr.com
- 3. Go to the Pull Down Menu and select Food Distribution



(This is the KDA Food Distribution Homepage.)

4. Select Food Distribution On-line Service (Logon Required) Electronic Food Request

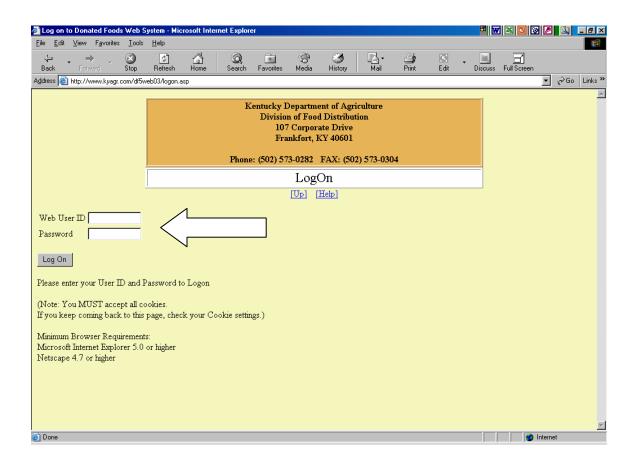


To create a shortcut to your desktop, you must click the right mouse button, a menu will appear, select "create shortcut", and this will create an icon on your desktop. Once this is done, you can double click the newly created icon, to get the Food Distribution Homepage.

5. Click Log On.



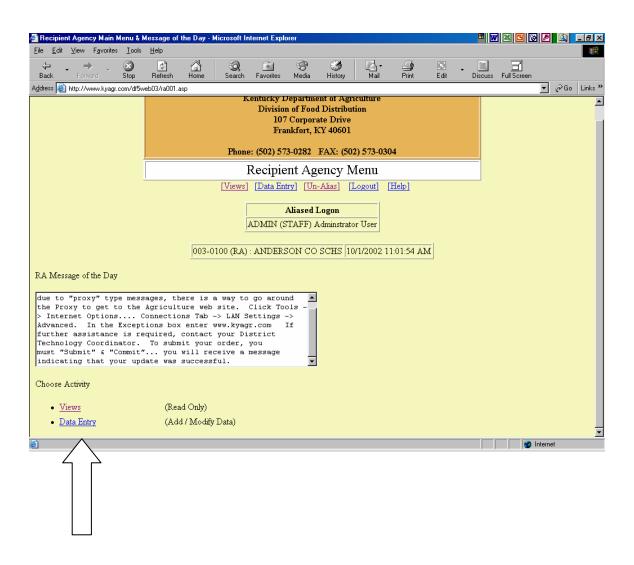
- 6. In the Web User I D field, type you assigned user ID
- 7. In the Password field, type your assigned password
- 8. Click Login.



To place or revise Group A and/or Group B commodity orders, you must select Data Entry.

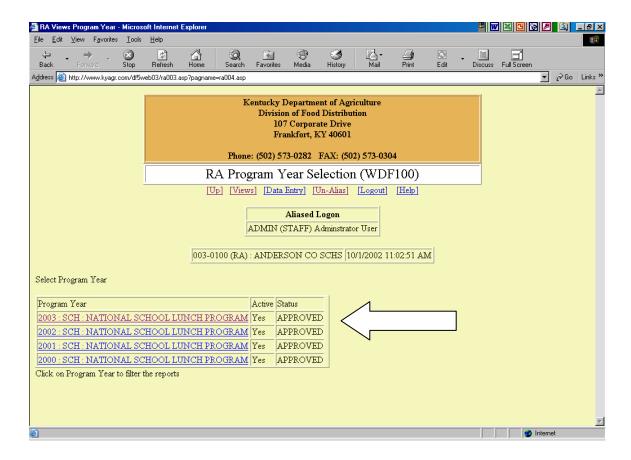
Instructions:

9. Click "Data Entry"



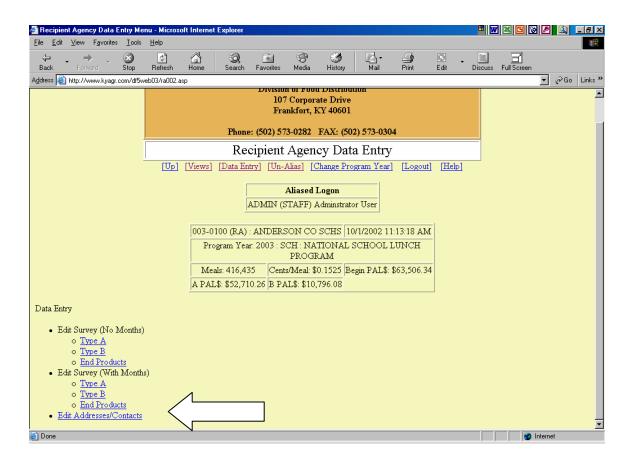
Select the current year to order or update information.

10. Select Program Year



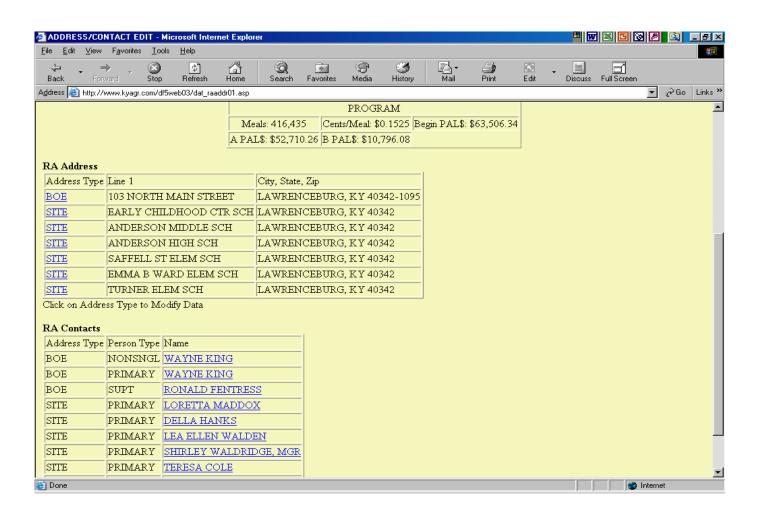
Before the start of the program/school year, Recipient Agency information must be reviewed and updated. This information must also be updated any time there is a change throughout the year. This will ensure that communication and shipments are accurate.

11. Select "Edit Address/Contact"



This report shows addresses and contact persons for each site for your school system. This information is broken down by Address of each site and the contact person for each site. This information must be updated each year. The information can only be edited; all information for a new site must be forwarded to the Food Distribution Office to be entered.

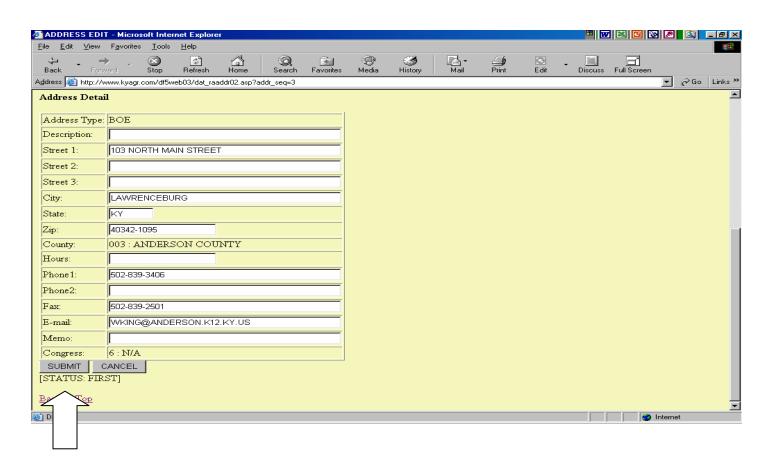
12. To review the current information, click on an address type to modify data



- 13. Make required changes to current information.
- 14. Click Submit.

A pop up screen will appear, giving you the choice to accept changes or to cancel.

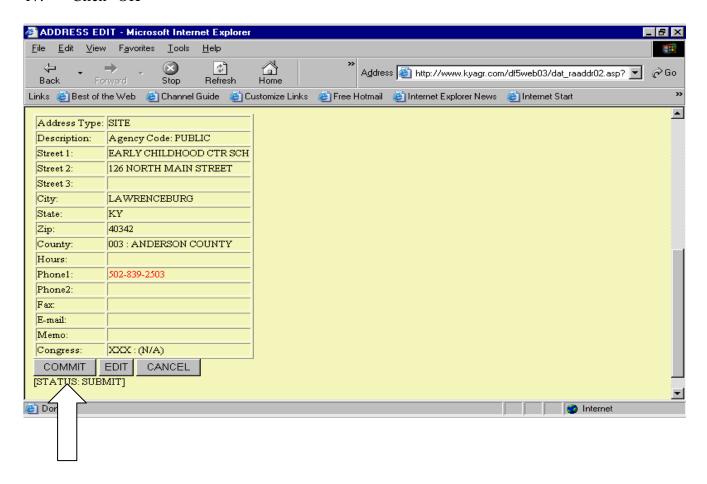
15. Click "OK"

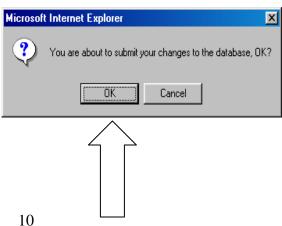




The next screen will allow you to review information entered. If the information is correct.

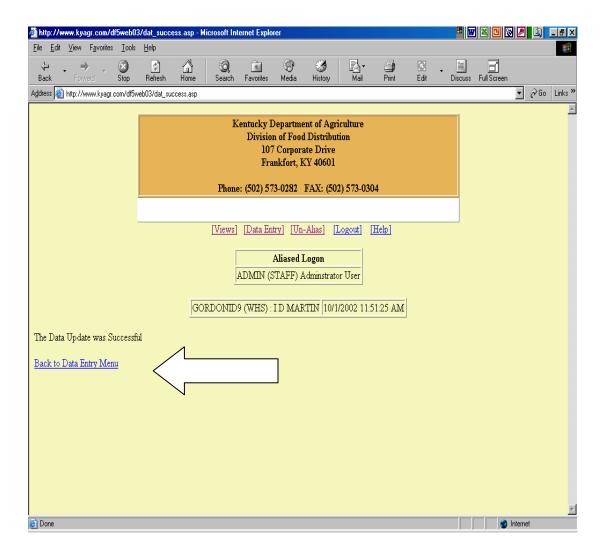
- 16. Click "Commit"
- Click "OK" 17.





A pop up screen will inform you that information was transmitted successfully.

18. Click "Back to Data Entry Menu" this will take you back. **Do not hit the BACK** button at the top of the screen, this will delete all corrections made.



This is the Main Menu for Data Entry. This menu allows you to place orders or change current orders.

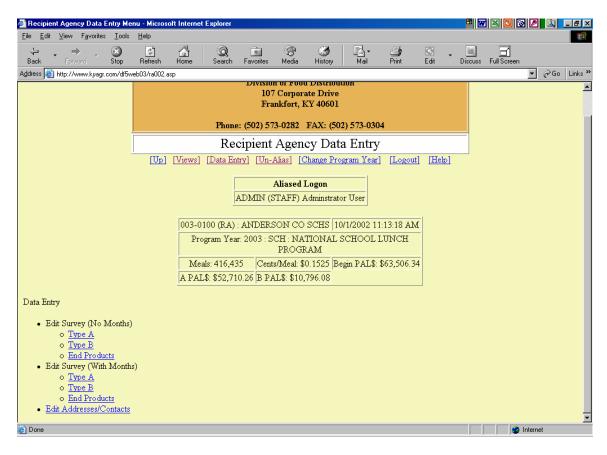
There are two ways to order commodities.

Option 1 - Edit Survey (No Months) is to order Group A and Group B for the entire year.

Option 2 - Edit Survey (With Months) is to order Group A and Group B, indicating the months you desire to receive your commodities.

This report also, shows your entitlement dollars by Group.

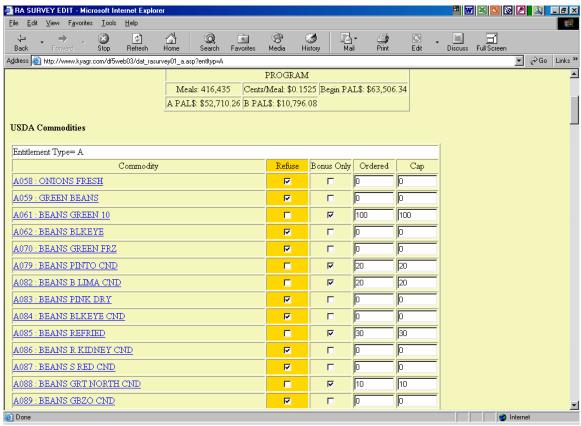
- 19. Choose Option 1 or 2
- 20. Choose Type A or Type B and "click" to place orders.



This screen shows all foods that are currently available by type. If you need more information about a commodity listed.

To place orders:

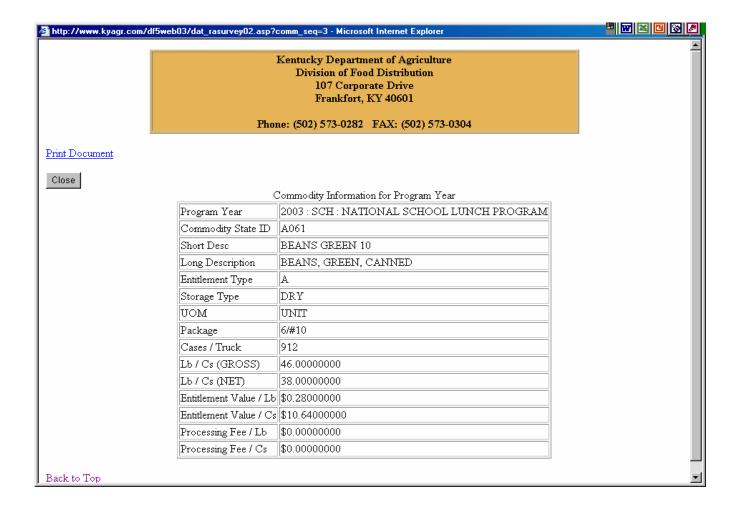
- 21. First decide on commodities that your system can not use. Once this is decided, "click" the refuse column beside each commodity.
- 22. Second decide on commodities that your system would only order if offered as a bonus (does not use entitlement dollars). Once this is decided, "click" the bonus column beside each commodity. Enter the number of cases your system would like to receive of the bonus commodity, in the Cap Column.
- 23. All remaining commodities not marked refuse or bonus, are foods your system would like to receive.
 - a. In the Order column enter the number of cases you wish to order for the year
 - b. The Cap column will default to the number of cases entered in the Ordered column, if you wish the cap to be set higher, enter the maximum number of cases you will accept



Information:

To learn more about a specific commodity listed on the Survey, such as price per pound, case price, pack size, type storage and commodity code.

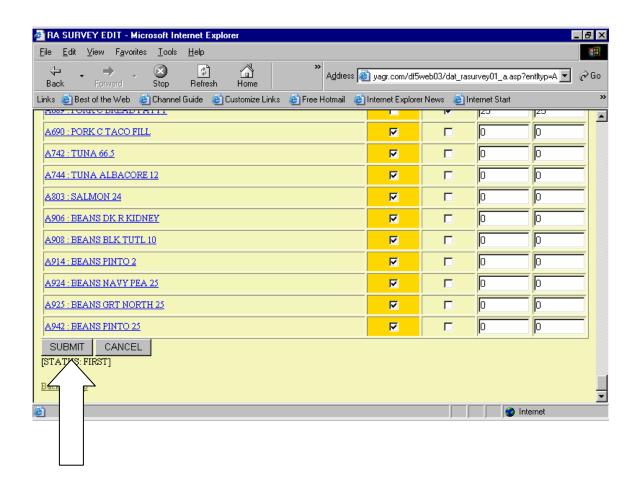
23. Double click the commodity name.

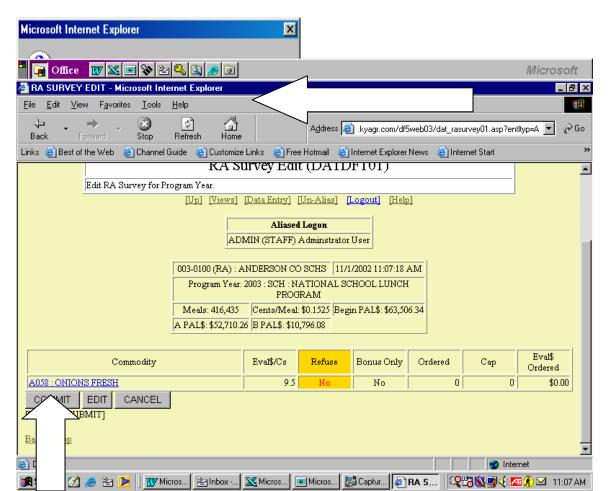


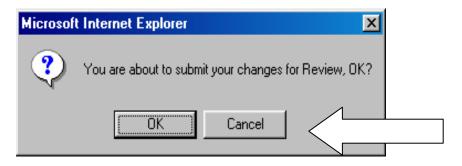
24. Submit Changes

When you have finished entering data for the commodities,

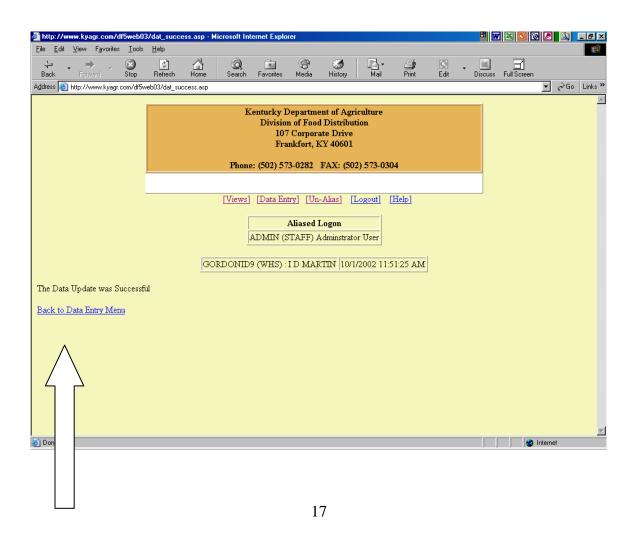
- a. Click "Submit".
- **b.** A message box will display asking whether or not you wish to review your changes, select (click on) YES. **Changes are not finalized by this response.**







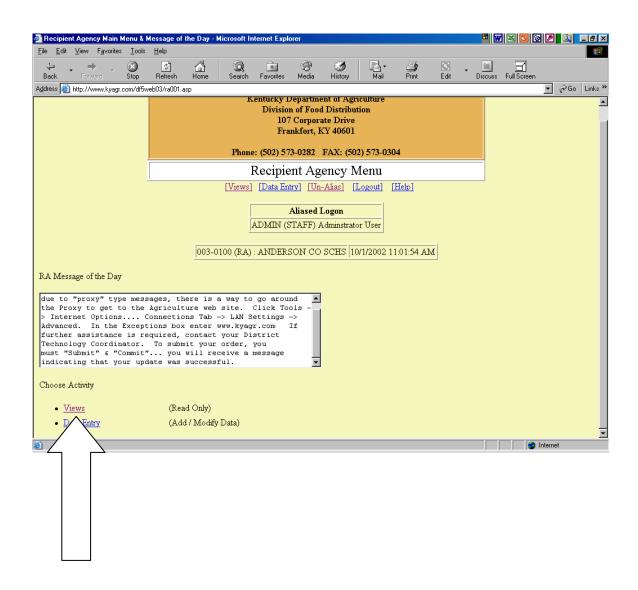
- 26. If the process is successful, a new page will be displayed stating "The Data Update was Successful".
- 27. Click "Back to Data Entry Menu" this will take you back. **Do not hit the BACK** button at the top of the screen, this will delete all corrections made.



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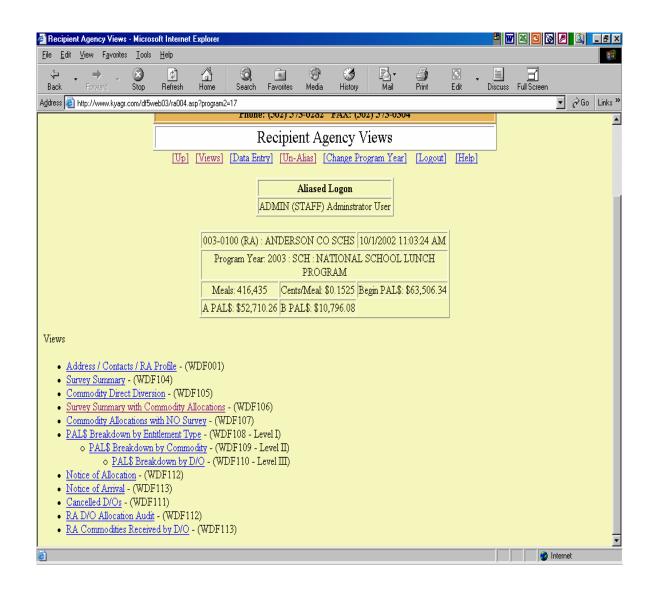
The "Views" section can be used to print reports pertaining to you entitlement dollars, commodities ordered, received or canceled.

28. Click "Views"



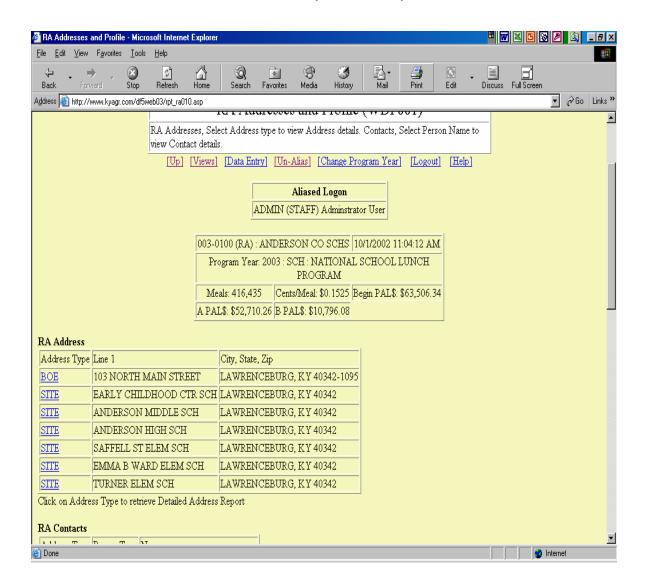
Listed below are the various reports available.

To choose a report, click the name of the report.



R/A Addresses and Profile - Report # WDF001

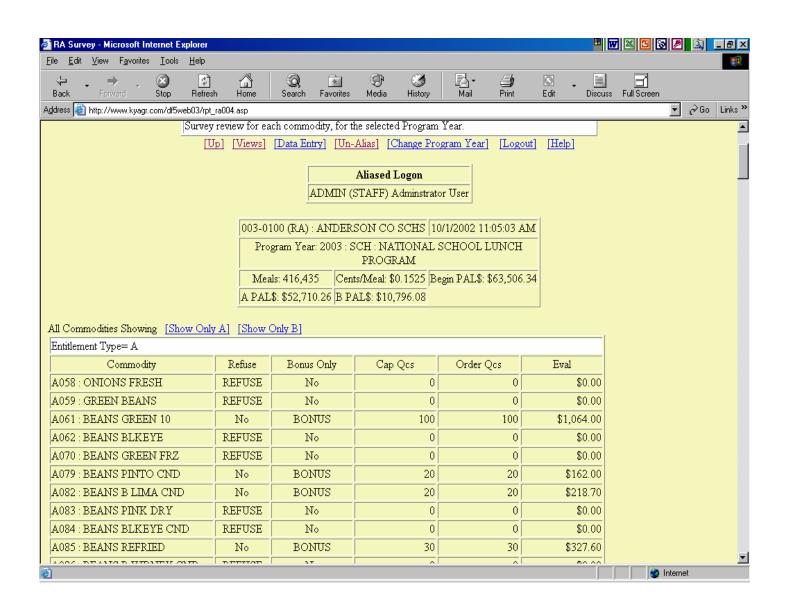
This report shows the addresses, contact person and recipient agency profile for the Board of Education (BOE) and each site in your school system.



R/A Survey Review - Report #WDF104

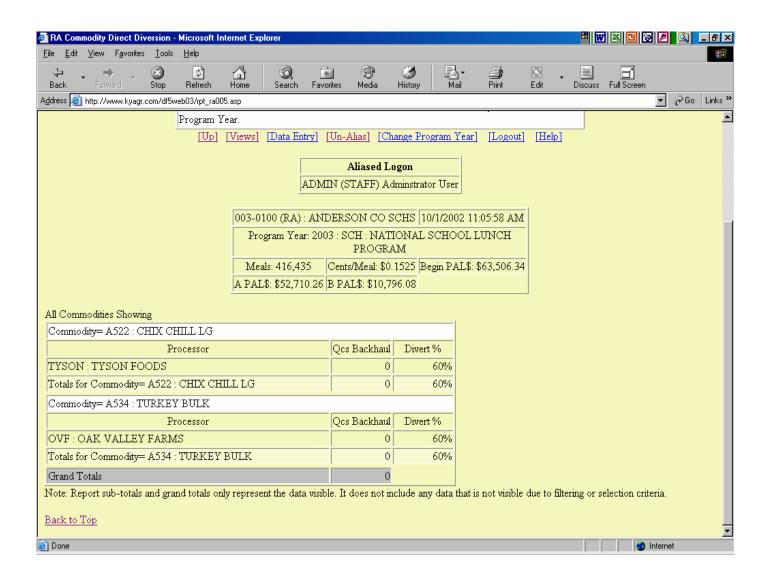
The Survey review shows cases requested for each commodity, for the selected Program Year.

You should use this report for comparison when placing future orders.



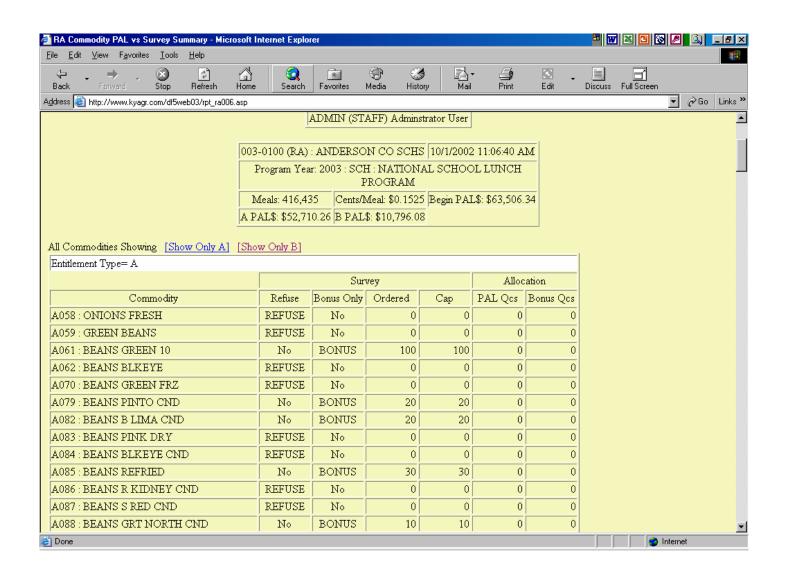
R/A Commodity Direct Diversion - Report # WDF105

The Commodity Direct Diversion report shows the number of cases sent to a processor, for the selected Program Year.



R/A Commodity PAL vs. Survey Summary - Report # WDF106

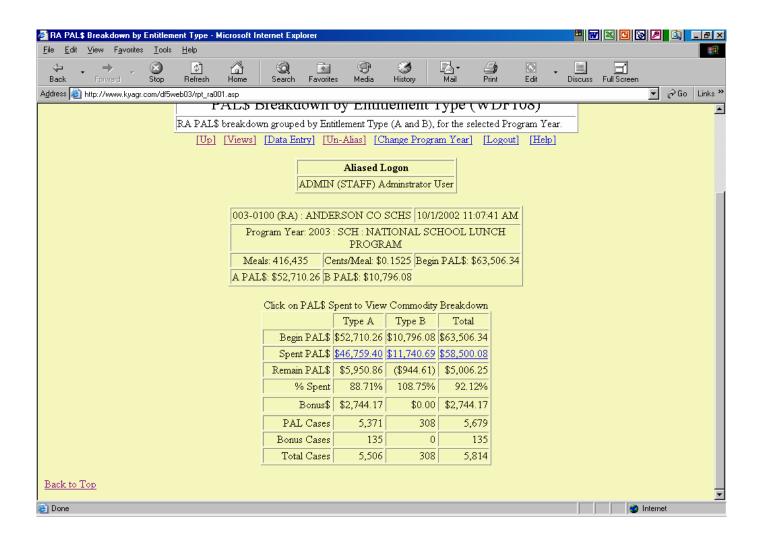
This report allows you to compare the number of cases requested with the number of cases allocated.



PAL \$ Breakdown by Entitlement Type - Report # WDF108

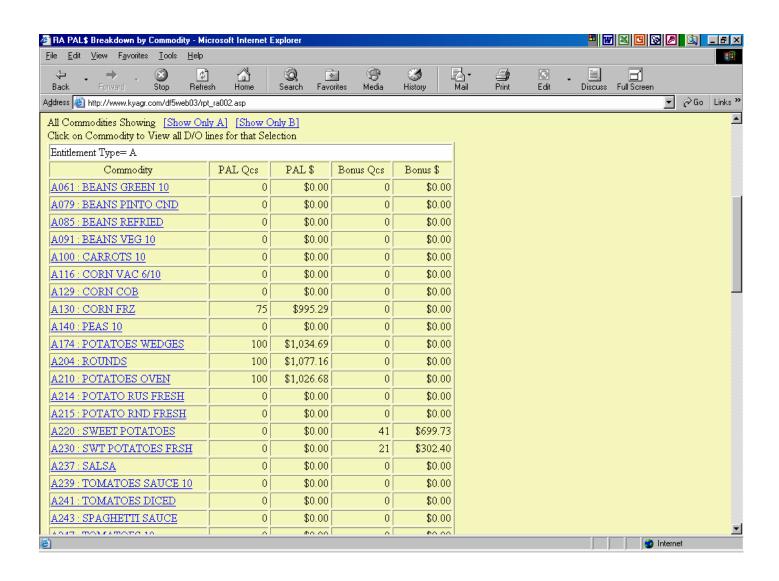
This report shows the Beginning Entitlement dollars for Group A and B foods, as well as the dollars spent and remaining balance. It also, gives the total dollars spent on Bonus foods. This report can be printed for school lunch audits.

To print a list of commodities allocated, click on the "blue" dollar amount under "Spent PAL \$.



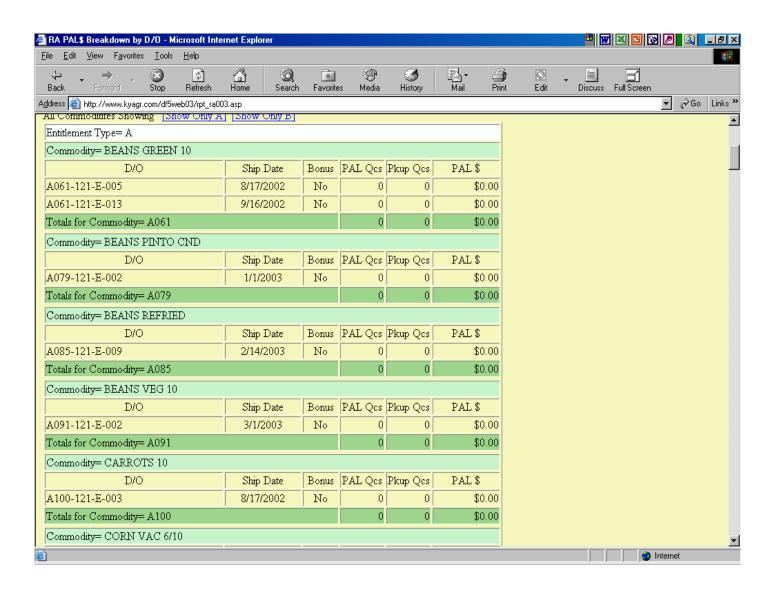
PAL \$ Breakdown by Commodity - Report # WDF109

This report shows the dollars spent by Commodity.



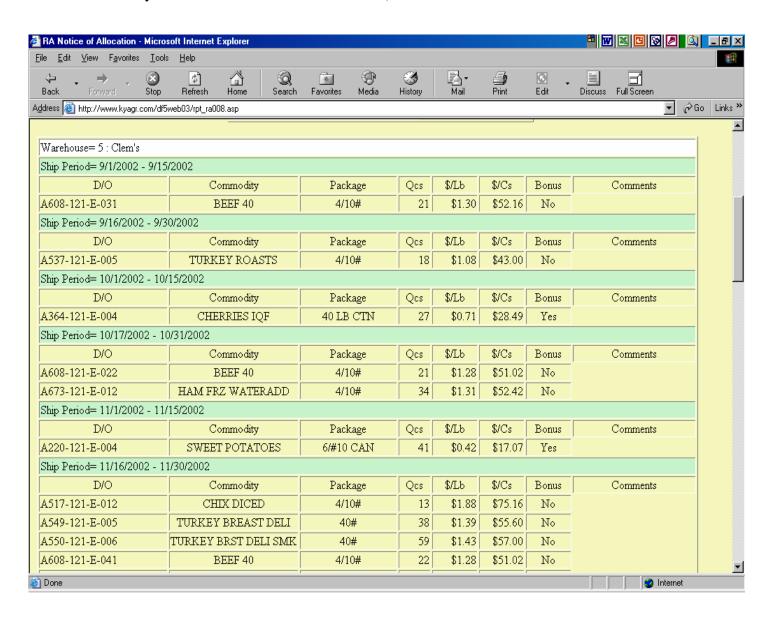
PAL \$ Breakdown by D/O - Report # WDF110

This report shows the dollars spent by commodity and D/O.

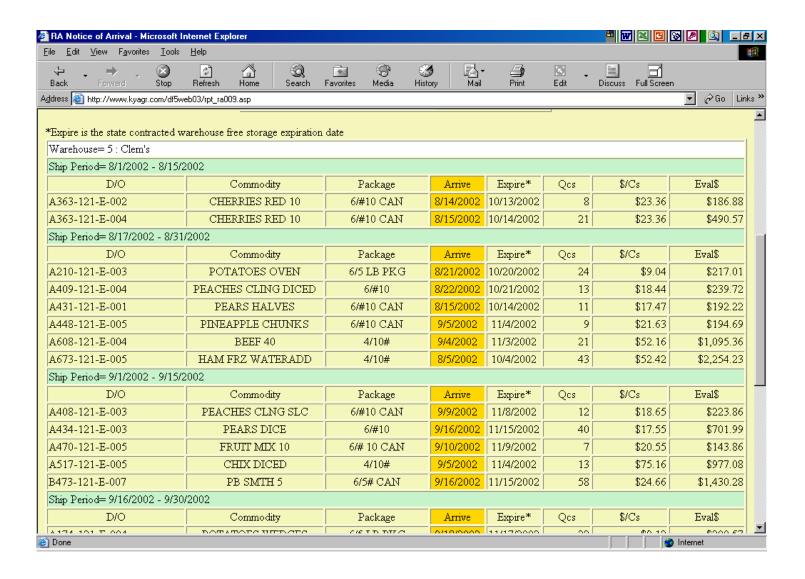


R/A Notice of Allocation - Report # WDF112

This report shows D/Os that have been allocated, for the selected Program Year. (These are only D/Os that have NOT been received.)

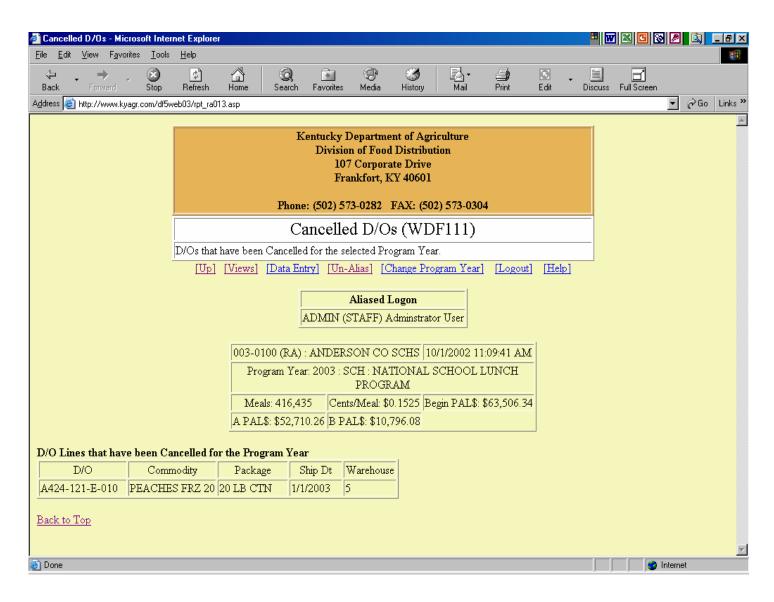


This report shows D/Os that have been allocated for the selected Program Year and have been received by a Warehouse or Processor.



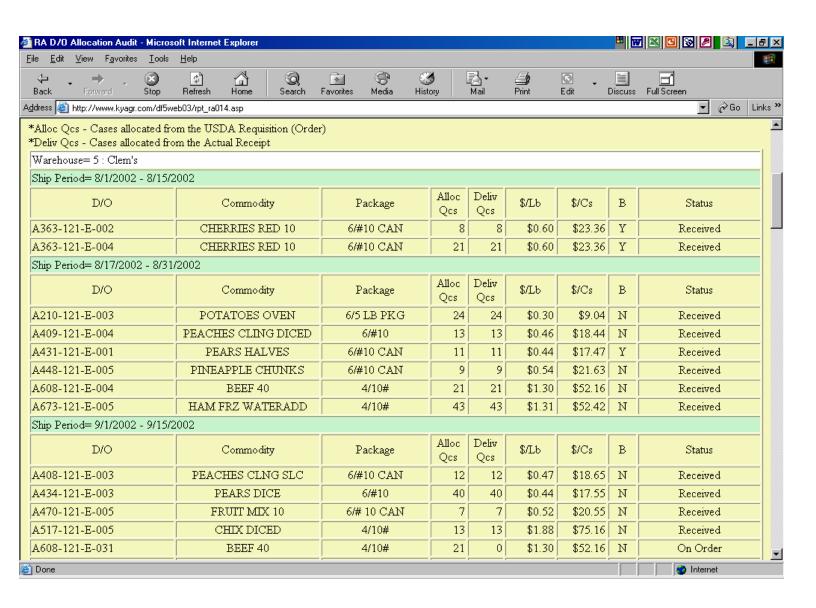
Canceled D/Os - Report # WDF111

This report shows D/Os that have been canceled for the selected Program Year.



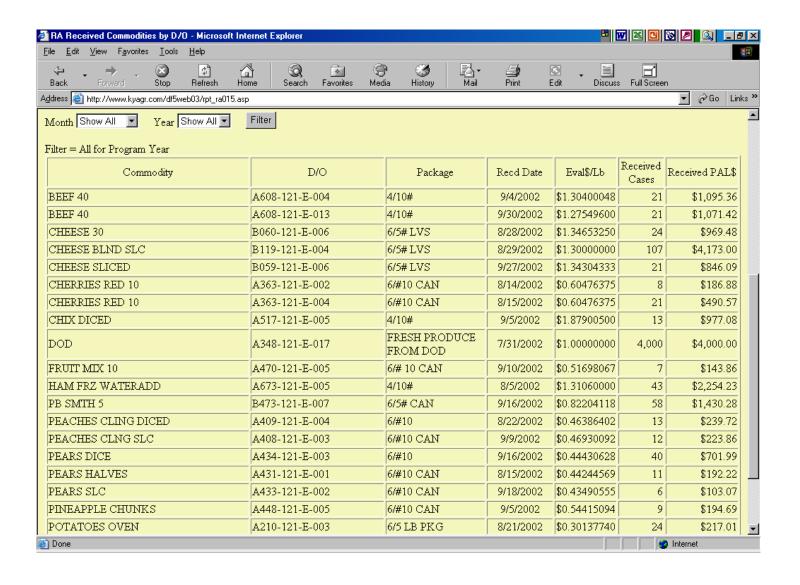
R/A Delivery Order Allocation Audit - Report # WDF111

This report shows all D/Os that have been Ordered and/or Received for the selected Program Year.



R/A Received Commodities by D/O - Report # WDF113

This report shows all Commodities by D/O that have been Received for the selected Program Year.





Ou Have Completed your order